



Vacation Rental Inspection Program

How did the program get started?

As a part of the ongoing analysis of local fire prevention efforts after a multiple fatality motel fire, the department decided to expand efforts to include all overnight lodging businesses. During this period there was a kitchen fire at an existing vacation rental, and the responding fire crew found no smoke detector and no fire extinguisher.

We learned that the Building Official performs an inspection when the VRD application is submitted. After the license is issued there were no additional inspections built in to the program as long as the same owner held the permit.

How many inspections are we talking about?

NFD began inspecting new applications for VRD's alongside the Building Official in August of 2017. The goal was to capture all new VRD applications into the inspection program by the end of 2017 and begin inspecting legacy VRD's in 2018. From August to December 2017 we inspected 26 VRD's. So far in 2018 we have inspected 8 VRD's. It is believed there are about 100 active VRD's which need to be brought into the annual inspection program.

What do you look at and how long does it take?

We focus on smoke and Carbon Monoxide detectors, fire extinguishers, exits and addressing. Each inspection is allotted an hour, which covers travel, the inspection itself, educating the business owner and filling out the associated documentation.

Why do we need to inspect every year?

Just like a hotel, a VRD has overnight guest who deserve the best level of protection. Batteries go dead, smoke detectors can go bad, and people repaint over address numbers. Annual fire inspections help us to help you find fire hazards before a fire can start.

Unintended benefits

Inspecting VRC in condo units we have found multiple residential buildings that had not met fire code requirements in many years. Every resident in those buildings, not just those in the VRD units, is safer because of the VRD inspection program.



Tips to Passing your Vacation Rental Annual Fire Inspection

Newport Fire Department requires an annual fire inspection to keep you and your guests safe. Here are some tips on passing the fire inspection:

Smoke Detectors – smoke detectors shall be placed in each sleeping room and in common hallways adjacent to sleeping rooms. NFD recommends sealed-10-year smoke alarms to prevent your guests from removing the batteries. NFD recommends you add testing smoke alarms to the cleaning/checkout sheet for your rental.

Carbon Monoxide Detectors – CO detectors are required on each floor that contains CO producing devices (gas/propane, woodstoves, etc) and each floor that connects to an attached garage.

Fire Extinguishers – Fire extinguishers should be available on each floor of your rental. The minimum requirement is a 2A:10BC (5 pound) extinguisher. Fire extinguishers shall be inspected and serviced by a certified company annually.

Exits – Exits should be well lit, clear, unobstructed, and obvious to your guests. Exits should be easy to open with no special knowledge or keys.

Not An Exit – If you have areas of the house that are locked and off limits to a guest, please place a sign saying 'Not An Exit' at eye-level on the door.

Electrical Panels – Electrical panels must be unobstructed and have 36” of clearance. Breakers in the panel shall be clearly marked and open spaces should be protected by “blank” spacers.

Housekeeping – Do not store combustible items under stairs, in heating equipment closets, or in a basement below your rental.

Alarms and Sprinklers – if you have a fire alarm or sprinkler system, service and testing records must be kept on site for three years.



Vacation Rental
Annual Fire Inspection Form

VR Address:	Date:
Owner:	Phone:
Manager:	Phone:
24/7 Emergency Contact:	Phone:
Business Name (if applicable):	
Manager Email:	
Maximum Number of Overnight Guests:	Max. Parking:

Unit Type

<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Duplex
<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Condo

Fire Service Access

<input type="checkbox"/> Building Numbers 4" visible from street	<input type="checkbox"/> 36" Clearance around fire hydrants
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Fire Safety

<input type="checkbox"/> Working smoke detectors are in all sleeping areas and common hallways outside bedrooms
<input type="checkbox"/> Working Carbon Monoxide detectors on each floor with CO producing devices or garage
<input type="checkbox"/> Annually inspected fire extinguishers on each floor
<input type="checkbox"/> All exits unobstructed, open without special knowledge
<input type="checkbox"/> Locked doors marked 'Not An Exit'
<input type="checkbox"/> No combustibles or garbage stored against house or under eaves
<input type="checkbox"/> Propane/Gas Cylinders away from house and vehicle impact protection adequate
<input type="checkbox"/> Electrical panels accessible, marked, wiring and covers in good shape
<input type="checkbox"/> No combustible storage in equipment spaces, under stairs, or in basement/crawlspace
<input type="checkbox"/> Fire Alarm / Sprinklers inspected annually if present

I hereby certify this VRD is compliant with fire code requirements on this date:

Date _____ Inspector Signature _____

This certificate to remain posted until superseded.

Emergency Dial 911

Non-emergency Dispatch 541-265-4231